

**ROUTING AND RECORD SHEET****SUBJECT: (Optional)**

Integrated Logistics Support Program

**FROM:**CDDA/MS  
7D18 HQS**EXTENSION****NO.**

DDA 86-2086

**DATE**

9 Dec 86

**TO: (Officer designation, room number, and building)****DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)**1. OS Plans Officer  

2.

3.

4.

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15.

DDA 86-2086  
9 December 1986

MEMORANDUM FOR: Directorate of Administration Planning Officers

FROM: [REDACTED]

Chief, DDA Management Staff

SUBJECT: Integrated Logistics Support Program

1. The Management Staff will be representing Directorate concerns to the Integrated Logistics Support Program (ILSP) Working Group. As noted in the attached minutes, the ILSP has the sizable task of planning, coordinating, and executing the moves of [REDACTED] employees that will take place during the next few years.

25X1

2. Please provide me the name and extension of the individual in your office whom [REDACTED] Chief of the ILSP, should brief in detail regarding what has taken place to date, how your office will be affected, and the support your office will require. Bob also plans to brief your Office Directors in the near future.

3. Secondly, please review the attached survey and let us know if any other questions should be added. AIM responses [REDACTED] some time this week will be fine.

*[Handwritten signature]*  
*Sent*

Attachments:

1. ILSP Working Group Minutes
2. Survey

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1 December 1986

MEMORANDUM FOR: ILSP Working Group Members

FROM: [REDACTED]

Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Minutes - 26 November 1986

1. The ILSP Working Group was convened by [REDACTED] ILSP Working Group Chairman, at 1100 hours on 26 November 1986 in Room 7D32 Headquarters. The following Directorate representatives were present:

DCI Representative

DO Representative

DI Representative

DA Representative

DA/OS Representative

DA/OL/FMD Representative

2. [REDACTED] opened the meeting by introducing himself as the new manager of the Integrated Logistics Support Program (ILSP). He further stated his intention to reinstitute the monthly meeting of the ILSP Working Group. The Working Group provides a forum where Directorate Representatives and ILSP Planners can discuss items of concern relating to the consolidation of Agency facilities in the Washington Metro Area.

3. The meeting continued with [REDACTED] describing some of the recent ILSP activities and reviewing the current ILSP planning schedule. Copies of the briefing charts are attached. All members are reminded that the planning schedules are not officially approved and are at this time planning documents only.

4. [REDACTED] informed the Working Group of the recent organizational changes within the Facilities Management Division (FMD). These changes were made in order to address

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SUBJECT: ILSP Working Group Minutes - 26 November 1986

the consolidation issues facing FMD in the next several years. Most significant was the formation of the Headquarters Consolidation Staff (HCS). The staff will address the many problems associated with the renovation, remodeling and backfill of the Original Headquarters Building (OHB). The Working Group was alerted that HCS will be contacting each directorate in the near future to confirm requirements for the OHB.

5. Two Action Items were generated from the meeting. The first was a request that each directorate representative provide a list of contacts for each office within their directorate. The ILSP team will use this information to set up meeting with each office. Secondly, each directorate representative was asked to review a move checklist developed by the ILSP team. The checklist is intended as a tool to determine roughly the size of each office relocation. Working from the checklist, the ILSP team and the offices will be able to identify problem areas and develop appropriate solutions.

6. The next meeting of the ILSP Working Group is scheduled for 1000 hours, Tuesday, 6 January 1987 in Room 3E14 Headquarters.

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Chairman, ILSP Working Group

Attachments:  
As stated

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ILSP WORKING GROUP

26 NOVEMBER 1986

AGENDA

- INTRODUCTION OF NEW MEMBERS
- 3 PHASES OF ILSP
- RECENT ILSP ACTIVITIES
- SCHEDULE OF MOVES TO NHB
- SCHEDULE OF MOVES TO OHB
- FMD REORGANIZATION
- PARKING UPDATE
- PLANNED ACTIVITIES

ILSP

BASELINE PHASE (APRIL 1986 - SEPTEMBER 1986)

- DOCUMENT EXISTING PROCEDURES
- IDENTIFY MAJOR ISSUES

PLANNING PHASE (OCTOBER 1986 - JUNE 1987)

- CONCENTRATE ON RESOLVING MAJOR ISSUES
- DEVELOP DETAILED PLANS AND PROCEDURES

IMPLEMENTATION PHASE (JULY 1987 - JUNE 1988)

- CONDUCT RELOCATIONS AND RENOVATIONS
- COORDINATE SERVICES AT NEW LOCATIONS

ILSP RECENT ACTIVITIES

- OIA RELOCATION PLANNING
- OTS MOVE PLANNING
- ESTABLISHED THE HEADQUARTERS CONSOLIDATION STAFF
- EVALUATING DESIGNERS FOR THE CAFETERIA EXPANSION
- UPDATING MASTER SCHEDULE



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IN SCHEDULES  
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ILSP PARKING UPDATE

- NORTH LOT - AWAITING FINAL ASPHALT
  - WHEN COMPLETE WILL SIGNAL RETURN OF ALL ASSIGNABLE PARKING
- LOOP ROAD - AWAITING 2-3 DAYS OF GOOD PAVING WEATHER
- WEST LOT - MUST RETURN 200 SPACES TO FEDERAL HIGHWAY BY THE END OF THE YEAR
- 600 SPACES GAINED AS A RESULT OF THE RECONFIGURATION OF PARKING LOTS WHEN THIS PROJECT IS COMPLETED IN DECEMBER
- PROCESS OF VALIDATING PARKING REQUIREMENTS FOR EACH COMPONENT ABOUT TO BEGIN FOR REALLOCATION OF PERMITS IN 1987

ILSP PLANNED ACTIVITIES

- MORE OFFICE VISITS
- RESOLVE FIT-UP ISSUES
- ANALYZE INCINERATOR PROPOSAL
- TIGHTEN MOVE SCHEDULE DATES
- NEXT ILSP WORKING GROUP MEETING 6 JANUARY 1987

## PRE - MOVE SURVEY

Organization: Directorate\_\_\_\_\_Office\_\_\_\_\_Div\_\_\_\_\_Br\_\_\_\_\_

Current Location: Building\_\_\_\_\_Flr\_\_\_\_\_Rm\_\_\_\_\_

How many people will be moved with your office (include contractors and part-time employees)?\_\_\_\_\_

How many of the people in your office will require handicapped parking spaces or special access parking?\_\_\_\_\_

How many large bags of classified trash does your office generate per day (rough estimate)?\_\_\_\_\_

How many on-call or special courier requests does your office generate per day?\_\_\_\_\_

How many Motor Pool cars are assigned to your office?\_\_\_\_\_

How many of these cars require official parking permits?\_\_\_\_\_

Provide rough estimates of the quantities of furniture to be moved:

Desks: Wood\_\_\_\_\_Metal\_\_\_\_\_

L-units: Wood\_\_\_\_\_Metal\_\_\_\_\_

Chairs: \_\_\_\_\_

Conservafiles: \_\_\_\_\_

Tables: Under 60" \_\_\_\_\_ Over 60" \_\_\_\_\_

Safes: 2 Drw\_\_\_\_\_4 Drw\_\_\_\_\_5 Drw\_\_\_\_\_Other\_\_\_\_\_

Copiers: \_\_\_\_\_Leased \_\_\_\_\_Owned \_\_\_\_\_

Typewriters: \_\_\_\_\_

Paper Shredders: \_\_\_\_\_

Light tables: \_\_\_\_\_

Drafting tables \_\_\_\_\_

Flat map files \_\_\_\_\_

Please provide list of other types of furniture or special workstations that will need to be relocated.

Provide quantities of ADP equipment to be relocated:

Wang CRT \_\_\_\_\_ Wang Printers \_\_\_\_\_

Wang Disk Drives \_\_\_\_\_ Wang CPU's \_\_\_\_\_

Delta Data Terminals \_\_\_\_\_ Printers \_\_\_\_\_

Personal Computers \_\_\_\_\_ Printers \_\_\_\_\_

Please list other terminals, printers or plotters that your office needs to have moved along with the office.